

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, April 19, 2002
Minutes**

Held at the Chico Library, the meeting was called to order at 8:37 a.m. Vice-Chair Mark Lundberg chaired in the absence of Chair Patricia Cragar.

Commissioners present: Jane Dolan, Marian Gage, Mark Lundberg, Karen Marlatt, Linda Moore, and Gene Smith.

Commissioners absent: Patricia Cragar, Gary House, and Sandra Machida.

Staff present: Cheryl Giscombe, Gina Ellena, and Eva Puciata.

Item 1: Introductions

Vice-Chair Mark Lundberg welcomed new Commissioner Karen Marlatt aboard and asked her to introduce herself. Other Commissioners and Staff introduced themselves.

As a quorum was not present yet, Mark asked Mini-grant presenters to start.

Item 4: Mini-Grant Presentations

Charlotte Rainwater presented for CSU, Chico Research Foundation/ Montessori Children's Center. Their playground had become unfit (too close together and too old) according to new State regulations. The Montessori Center paired up with CSU Research Foundation to have the money flow better. Two interns from the college, one majoring in nutrition and the other in physical education, were recruited to work with teachers and parents. The outdated playground equipment had to be torn down and new put in. A playground specialist from the supplier, Miracle Equipment, acted as foreman directing Montessori dads to carry out the work. It was good to have dads involved, as usually it's the moms. Although the playground went up in two days, fitting equipment to space available was a challenge. A garden area had to be converted fit everything in. It looks really nice, with a great variety of equipment, working different muscle groups. The nutrition part of the program has made a big impact on the kids. The CSU intern talked to parents, teachers and kids about the food pyramid, and parents report back children are talking at home about which are healthy foods.

Joan Hannis-Gerfen (Valley Oak Children's Services) reported for GRAEYC (Golden River Association for Education of Young Children) Community Faire and Children's Concert. Joan is a member of the all-volunteer GRAEYC board. GRAEYC is a membership organization of national origin. Handouts and photos of the Concert at the State Theatre were passed out. It was sold out in ten days; they had to have two shows to accommodate the 1,800 kids and parents (including Commissioner Gene Smith). Greg & Steve are kids' musicians who haven't been to Chico in 10-12 years. Their CD's are available at the Creative Apple. GRAEYC's second project is this Saturday, April 20, 2002: the Children's Faire in downtown Chico Park Plaza. There are 50 participants this year, 20 more than usual. The goal of the Children's Faire is to inform parents of resources, and commemorate the Week of the Young Child (April 7 to 13). Not many CSU and Butte College students are availing themselves of GRAEYC's scholarship (between \$500 and \$850 depending on the student's school), and they are working on ways to get more applicants.

Gloria Balch presented for Valley Oak Children's Services Childcare Substitute Registry. Handouts were passed out. The contract was off to a slow start, mainly because to process criminal record clearances people have to be "attached" to a facility, and have a facility number to go thru the check. The previously done mock licensing is no longer allowed by the State. Part of the sub-registry is a stipend program, which has not had a lot of use because people are already with a facility. They put ads in papers and radio (a Spanish station too) to recruit subs, and have had five applicants; two have gone through all the paperwork

and are available to substitute. First aid, CPR, and some training in early child development are required. The goal of the program was to have an active registry of 20 individuals; the program will need an extension of time. Facilities pay the subs directly. Gina asked if State licensing for childcare workers (like nurses and other professionals) is possible.

Mark asked the audience to introduce themselves. A quorum was now present so the business proceeded.

Item 2: Agenda Review

It was decided to delay the Annual Evaluation of the Program Manager (Item 11, closed session) to the May meeting when more Commissioners will be present. The public hearing on the CCFC Annual Report (Item 9) was also delayed to June to due lack of time.

Item 3: Approval of Minutes. Approval of 2-15-02, 3-15-02, 3-18-02 Special Meeting, and 3-18-02 Fiscal Training *DRAFT* meeting minutes.

Marian Gage moved to approve all four meeting minutes as written. Gene Smith seconded. The motion passed unanimously.

Jane Dolan said according to *Roberts Rules of Order*, Commissioners could vote whether or not they were at a particular meeting. If not at a particular meeting they are approving their absence is correctly reported.

Item 5: Administration Committee Report

Jane Dolan reported timeframes were added to the agenda to assist in addressing each item on the very full agenda.

The Administration Committee recommends Commission approval on adoption of the State Commission's Equity Principles.

The Committee recommends Commission discussion on adding Alternate members so that quorum issues are solved. Issues are who appoints the Alternate, or changing the definition of a quorum. The Committee will again discuss alternatives and bring back its recommendation.

The Committee recommends Commission approval of CSCC's I & R System Proposal, when funding expectations beyond the first 15 months are addressed.

The Committee recommends Commission discussion on Proposed Draft Operational Budget enclosed in the packet. It will be an action item on May's agenda.

The Committee recommends Commission approval on appointment of Karen Marlatt to the Administration Committee.

Gene Smith said because of the deep learning curve for being a Commissioner, he wants to be on the Administration Committee for six months until Karen is up to speed. Experienced Commissioners, especially in dealing with the County, are necessary on the Administration Committee. He will meet with Karen and coach her. Karen said this works for her.

Jane said all current Commissioners on the Committee are from the County bureaucracy, and it is necessary to have a community-based person on board to help give a balanced perspective. Karen will move onto the Administration Committee in November 2002

The Committee recommends Commission approval on changing all Commissioner Committees to Ad Hoc Committees – to meet only as needed.

The Committee recommends Commission disapproval on imposing term limits for Commission Membership at this time. Jane said if someone needs to be asked to leave, we should just ask him or her.

The Administration Committee recommends Commission approval on developing a Financial Plan with the technical assistance of Prop 10 TASC consultant Barbara Riley at no extra cost to Commission. June and August are months currently available for Barbara. Eva Puciata's projections will be sent to Barbara for review and inclusion in development of the financial plan. Marian said looking at sustainability is necessary. The money will run out.

Gene said only \$18K in TA is available in the next fiscal year: we should have the TA before July 1, 2002 and it should happen in June 2002. Gina will contact Barbara Riley and Commissioners to come up with a good day. Saturday's may be considered too.

The Committee recommends Commission approval on continuation of CCAFA membership and payment of increased annual dues. Staff is encouraged to continue advocating for commissioner & stakeholder inclusion in CCAFA activities; promoting a collective voice to the State Commission on development of future funding initiatives; and other issues directly impacting local commissions. The Committee recommends CCAFA membership approval today.

The Committee recommends Commission approval on Ordinance No. 3555 revisions: 1) Delete lines on page 6 & 7, and 2) Revisions to begin on page 6 – line 27: “The Commission shall review and approve its annual fiscal operational budget by the end of May and forward approved budget to the Board of Supervisors for information and comment prior to the beginning of the next fiscal year in July.”

The Board of Supervisors will be asked to amend the ordinance so that the Commission Budget will be submitted to the Board of Supervisors for information only (not for approval) and to the Auditor in June of each year. As written now, the ordinance is contrary to the State Act. Changing the ordinance is a routine item.

Jane Dolan moved to ask the BOS to change Ordinance 3555 language to that suggested by the Administration Committee.

Gene Smith seconded the motion. The motion passed unanimously.

Item 6: School Readiness Committee Report

Marian reported the School Readiness Task Force has been meeting since last May. They got the Task Force together, created a School Readiness Plan, and a Proposal.

At the State Conference they kept saying School Readiness is what the CCFC is all about. The weakest area of School Readiness is how to link early childhood development to the K-12 system. The five dimensions of school readiness are 1) Physical well being, 2) Social and emotional development, 3) Approaches to learning, 4) Language development, and 5) Cognition and general knowledge. Our proposal will involve five schools. Most counties are targeting only one school and one dimension.

There are three approaches to address the five elements 1) Linkages—connecting early child education with kindergarten to co-ordinate assessment, curriculum and instruction, 2) Effective transitions from home/ECE to kindergarten, and 3) Social and health support.

Sandy Emerick reported there have been 11 focus groups to date. The parents' focus groups are yet to meet. They are documenting what services are already in place, and needs and solutions will be explored as they are put into place.

Mark asked why the School Readiness plan is called countywide when it's really just 520 kids, and Jerry Allred explained they hope to be able to expand the program to include all kids later. The program will be a model to take to all schools.

Jerry Allred explained the budget pages for School Readiness. The in-kind is expected to far exceed dollars budgeted. Salary figures are for 7/10's Sandy's time, and a clerical position at ½ time. The management team will help with compliance. Dollars are unequal between schools as child population is varies widely. Poplar has 174 kids! (All Thermalito kids go to Poplar, a K-2 school.) Jerry Allred explained

the proposed budget expenses. Marian said the proposal empowers BCOE to do SR for the Commission, with oversight from an Advisory Committee.

The school community isn't just the school—it includes the parents as well.

Standards need to be met in the SR curriculum. Good resources are in place but they are not aligned. More focus is needed on priorities within reach. The SR process proposed is dynamic: it will grow and change. Schools (including the transition team, home providers, and early childcare people) may want to pool dollars into one area. Jerry asked the Commission to move forward by May 15 after input from the State.

Mark asked Cheryl about the \$159K Commission commitment. It is the same as it's been; it's just a one-to-one match now. If BCCFC had been ready for the Phase I deadline on January 15, 2002, it would have been a two-to-one match. So the BCCFC commitment is \$159K+ now.

Gene commended Jerry and Sandy, and said he feels we would gain full buy-in by all partners if we wait till the next deadline, September 15. There are points of tension (expenses and how it gets to the community), which need more dialogue. The program will continue for four years from when we start. It's possible to extend the contract with BCOE with implementation funds available.

Jerry Allred concurred with Gene: there are still large numbers of people to get consensus from, but they wanted the proposal finished when many teachers are out for school break during the summer. The consensus may occur before May 15.

Marian said apparently there is no consensus now, so close to the May submission date, and voiced her disappointment. The contract for the BCOE SR plan is up in June; more money will be needed to wait. Marian and Gene explained the loggerhead is not about the proposal; it's about philosophical underpinnings and the curriculum. This is the first large collaborative, and will prove how well the BCCFC does collaboration.

Jane asked whether allocations or the plan were at question? Carol Roberts, Executive Director of Valley Oak Children's Services, said her concern was both. All focus groups are not included at this time. The draft narrative needs updated.

There was discussion that if there was consensus before May 15, as the Task Force meets again on May 6, a special meeting could be called to approve the plan, but it may be better to target the September 15 deadline and ask for the full amount of the CCFC allocation, \$159,196 per year, and ask for another \$50K in implementation monies to complete the planning process.

Cheryl said that the CCFC needs us to decide how much and when we will be requesting SR funds so that they can budget for it. The form needs to be submitted by May 15, 2002. We need to decide now or in a Special Meeting. We can request \$50K implementation funds this year too.

Marian Gage made a motion to ask for \$50K of the remaining implementation monies, and ask for the full amount of the CFC allocation to Butte County (\$636,784).

Gene Smith seconded. The motion passed unanimously.

There was a 5-minute break. The meeting was called back to order at 10:21a.m.

Item 7: Children's Services Coordinating Council Workgroup – I & R Systems Funding Proposal

Cheryl said the CSCC presented in March their I&R Systems Proposal and are here again to answer any questions Commissioners may have. Last month there wasn't a quorum for approval.

Cathi Grams said the I&R Systems Proposal is the first step toward integration with the proposed Statewide 211 system. She reported they are interviewing and hiring a coordinator to further develop the plan. They have a barebones sustainability plan for the I&R System. Cathi asked how many years should the funding plan show? Marian said only the first step was presented in the submitted 15 month plan, and she would like to see more forward thinking.

Long term planning will include how to share information between agencies, what data needs collected from the data requests, etc. Passages has already started with an I&R program for the elder community. Confidentiality has always killed this old project before: we need to get started.

Marian recommended a Commissioner and a staff person be assigned to the I&R design team. Jane recommended Gina.

**Marian Gage moved to allocate \$77,400K for the first phase of the I&R System.
Jane Dolan seconded. The motion passed unanimously.**

Item 8: California Children & Families Commission Equity Principles

Mark said if we adopt the Principles, some actions would apply to us. Cheryl Giscombe said the Equity Principles reflect the Strategic Plan, and they'd be a good addition to the Plan and to any RFP's or RFA's we produce in the future.

**Gene Smith made a motion to adopt the Equity Principles of the CFCC.
Karen Marlatt seconded. The motion passed unanimously.**

Item 10: Staff Report

Cheryl said a written staff report was provided, and asked for questions.

Cheryl shared a CD titled "Field Lessons: A Guide for New Commissioners." She shared the Los Angeles County augmentations to their Kit for New Parents (totes, bibs, T's, etc.). And passed out recent local published articles about the BCCFC. At the Children's Faire tomorrow, she will be providing information regarding the Kit 800 numbers.

Mark said the staff report needs to be given higher priority in meetings, but staff has requested the meeting end promptly, as a REWARDS meeting follows. Jane asked what actions need be taken, and Gina recommended the Mini-Grant Contract changes be approved.

Marian Gage made a motion to approve the Staff recommended changes to the Mini-Grant Contracts.

Jane Dolan seconded. The motion passed unanimously.

Gina passed out "Strategic Plan Objectives Addressed by Current Contracts," a report in preparation for the May Prioritization meeting with Steven Kaplan. Almost every objective in the BCCFC Strategic Plan is being addressed.

Linda said an employee called the Kit for New Parents 1-800 number—they come in two days!

Marian apologized for the SR presentation. It would have been done differently had she been aware of the dynamics . . .

Item 12: Public Input

There was no public comment.

The meeting adjourned at 11:43 a.m.

Minutes by Eva Puciata.